

DCPS Comprehensive Staffing Model

This Comprehensive Staffing Model shows how DCPS allocates funds to individual schools, based on projected student enrollment and other key factors. The model ensures that every school has certain staff that are needed for the school to operate, and it also provides school leaders with the flexibility to staff their school in ways that support the school's unique goals.

Elementary School

FY 2015

SCHOOL LEADERSHIP

School Principal

Every school receives a principal.

Assistant Principal

Schools receive 1 assistant principal for every 400 students.

K–5 GENERAL EDUCATION

Kindergarten–5th Grade Classroom Teacher

Allocation is based on the projected number of elementary classes. Each class receives 1 full-time teacher.

Kindergarten Instructional Aide

Each kindergarten class receives 1 full-time aide.

ENGLISH LANGUAGE LEARNING (ELL)

ELL Teacher

Allocation is based on ELL Level (I through IV). Schools receive 1 ELL teacher for every 22 ELL students.

ELL Instructional Aide

Schools receive 1 ELL instructional aide for every 80 Level I ELL students.

ELL Bilingual Counselor

Schools receive 1 ELL bilingual counselor for every 100 ELL students.

EARLY CHILDHOOD

PK3/PK4/Mixed Age Teacher

Allocation is based on the established number of early childhood classes to be offered. Each class receives 1 full-time teacher and 1 full-time aide.

PK3/PK4/Mixed Age Instructional Aide

RELATED ARTS

Art Teacher

Positions are allocated as a single allocation. Schools with:

Music Teacher

- Fewer than 400 students receive 3 related arts teachers;

Physical Education/Health Teacher

- Between 400 and 599 students receive 4.5 related arts teachers;

World Language Teacher

- 600 or more students receive 5.5 related arts teachers.

Librarian/Media Specialist

- Schools with fewer than 300 students receive a part-time librarian.
- Schools with 300 or more students receive 1 full-time librarian.

SPECIAL EDUCATION

Special Education Teacher

Allocations are based on the unique needs of students with disabilities in the school as stated in their Individualized Education Programs (IEPs) and the staffing needs of specialized programs. For descriptions of special education programs, see the [FY 2015 Budget Guide](#).

Special Education Instructional Aide

All gray entries are non-required/flexible positions.

SCHOOLWIDE INSTRUCTIONAL SUPPORT



Instructional Coach

Every school receives an instructional coach.

Social Worker

Allocation is based on a formula that considers the school's total number of:

- Assessments (functional behavior, social history, and psychological) held during the past school year;
- Student Support Team (SST) meetings held during the past school year;
- Manifestation Determination meetings held during the past school year;
- Individualized Education Programs (IEPs);
- Behavior Support Service (BSS) hours present in the school's IEPs.

Psychologist

International Baccalaureate (IB) Coordinator

Candidate schools and schools continuing their authorized IB program in FY 2015 receive 1 full-time IB coordinator.

Schoolwide Enrichment Model (SEM) Coordinator

Schools participating in the SEM program in FY 2015 receive 1 full-time SEM coordinator.

FY 2015 PRIORITIES



Proving What's Possible (PWP) Grant for Student Satisfaction

The PWP allocation is \$100 per student or \$10,000 per school, whichever is greater.

Literacy Initiatives

Schools receive an assistant principal for literacy, reading specialist, and/or reading teacher to lead literacy initiatives. Allocation is based on needs of the school.

Extended Day Programming

Middle schools, education campuses, and 40/40 elementary schools receive \$100,000 for extended day programming. Schools must obtain approval from school staff before implementing an extended day program.

OTHER BUILDING STAFF



Custodial Foreman and Custodial Staff

Schools must have at least one foreman or custodian to open/close building. Custodial allocation is based on building size and unique situations like construction at the school.

Business Manager

- Schools with 300 or fewer students receive a part-time business manager.
- Schools with more than 300 students receive a full-time business manager.

Administrative Aide

Every school receives an administrative aide.

Clerk

Schools receive 1 clerk for every 400 students.

OTHER COSTS



After-School Program

Schools that are Title I eligible receive an allocation based on the highest monthly student average daily attendance in FY 2014.

Title

Title allocation is based on the number of low-income students as identified by free and reduced-price meal program eligibility.

Per Pupil Funding Minimum

Schools receive additional funding, if necessary, to ensure a minimum per pupil funding level of \$9,176.

Administrative Premium

\$87/student

Non-Personnel Services

2.25% of local budget

Specialty Funds

These funds are designated to support unique academic programming at specific schools.

All gray entries are non-required/flexible positions.

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High School*

FY 2015

SCHOOL LEADERSHIP

School Principal

Every school receives a principal.

Assistant Principal

Schools receive 1 assistant principal for every 300 students.

GENERAL EDUCATION

9th–12th Grade Classroom Teacher

Schools receive 1 full-time teacher for every 24 students.

ENGLISH LANGUAGE LEARNING (ELL)

ELL Teacher

Allocation is based on ELL Level (I through IV). Schools receive 1 ELL teacher for every:

- 15 students at ELL Level I;
- 22 students at ELL Levels II through IV.

ELL Instructional Aide

Schools receive 1 ELL instructional aide for every 50 Level I ELL students.

ELL Bilingual Counselor

Schools receive 1 ELL bilingual counselor for every 100 ELL students.

RELATED ARTS

Art Teacher

Music Teacher

Physical Education/ Health Teacher

World Language Teacher

Librarian/Media Specialist

High schools do not receive a specific allocation for related arts teachers. These positions are included in the 9th–12th Grade Teacher allocation.

- Schools with 300 or fewer students receive a part-time librarian.
- Schools with more than 300 students receive 1 full-time librarian.

SPECIAL EDUCATION

Special Education Teacher

Special Education Instructional Aide

Allocations are based on the unique needs of students with disabilities in the school as stated in their Individualized Education Programs (IEPs) and the staffing needs of specialized programs. For descriptions of special education programs, see the [FY 2015 Budget Guide](#).

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* Duke Ellington School of the Arts has a unique budget format that allows it to provide a rigorous curriculum and a full arts program. As a result, the majority of Duke Ellington's funds appear in non-personnel spending.

SCHOOLWIDE INSTRUCTIONAL SUPPORT



Instructional Coach

Every school receives an instructional coach.

Social Worker

Allocation is based on a formula that considers the school's total number of:

- Assessments (functional behavior, social history, and psychological) held during the past school year;
- Student Support Team (SST) meetings held during the past school year;
- Manifestation Determination meetings held during the past school year;
- Individualized Education Programs (IEPs);
- Behavior Support Service (BSS) hours present in the school's IEPs.

Psychologist

International Baccalaureate (IB) Coordinator

Candidate schools and schools continuing their authorized IB program in FY 2015 receive 1 full-time IB coordinator.

Schoolwide Enrichment Model (SEM) Coordinator

Schools participating in the SEM program in FY 2015 receive 1 full-time SEM coordinator.

Ninth Grade Academy Coordinator

Schools operating a Ninth Grade Academy receive 1 full-time Ninth Grade Academy coordinator.

Guidance Counselor

High schools receive 1 full-time guidance counselor for every 250 students.

FY 2015 PRIORITIES



Proving What's Possible (PWP) Grant for Student Satisfaction

The PWP allocation is \$100 per student or \$10,000 per school, whichever is greater.

OTHER BUILDING STAFF



Custodial Foreman and Custodial Staff

Schools must have at least one foreman or custodian to open/close building. Custodial allocation is based on building size and unique situations like construction at the school.

Business Manager

- Schools with 300 or fewer students receive a part-time business manager.
- Schools with more than 300 students receive a full-time business manager.

Administrative Aide

Every school receives an administrative aide.

Clerk

Schools receive 1 clerk for every 400 students.

Registrar

High schools receive 1 full-time registrar.

Attendance Counselor

High schools receive 1 full-time attendance counselor.

OTHER COSTS



Evening Credit Recovery

Eligible schools receive an allocation to operate Evening Credit Recovery Programs. Allocation is based on an assessment of FY 2014 needs.

Title

Title allocation is based on the number of low-income students as identified by free and reduced-price meal program eligibility.

Per Pupil Funding Minimum

Schools receive additional funding, if necessary, to ensure a minimum per pupil funding level of \$9,176.

Administrative Premium

\$87/student

Non-Personnel Services

2.25% of local budget

Specialty Funds

These funds are designated to support unique academic programming at specific schools.

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Middle School

FY 2015

SCHOOL LEADERSHIP

School Principal	Every school receives a principal.
Assistant Principal	Schools receive 1 assistant principal for every 300 students.
Assistant Principal for Interventions (API)	Title I middle schools receive 1 full-time API.

GENERAL EDUCATION

6th–8th Grade Classroom Teacher	Schools receive 1 full-time teacher for every 22 students.
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ENGLISH LANGUAGE LEARNING (ELL)

ELL Teacher	Allocation is based on ELL Level (I through IV). Schools receive 1 ELL teacher for every: <ul style="list-style-type: none"> ■ 15 students at ELL Level I; ■ 22 students at ELL Levels II through IV.
ELL Instructional Aide	Schools receive 1 ELL instructional aide for every 50 Level I ELL students.
ELL Bilingual Counselor	Schools receive 1 ELL bilingual counselor for every 100 ELL students.

RELATED ARTS

Art Teacher	Middle schools do not receive a specific allocation for related arts teachers. These positions are included in the 6th–8th Grade Teacher allocation. All middle schools are required to budget for sufficient staff so that all students can receive a full complement of related arts instruction.
Music Teacher	
Physical Education/Health Teacher	
World Language Teacher	
Librarian/Media Specialist	<ul style="list-style-type: none"> ■ Schools with fewer than 300 students receive a part-time librarian. ■ Schools with 300 or more students receive 1 full-time librarian.

SPECIAL EDUCATION

Special Education Teacher	Allocations are based on the unique needs of students with disabilities in the school as stated in their Individualized Education Programs (IEPs) and the staffing needs of specialized programs. For descriptions of special education programs, see the FY 2015 Budget Guide .
Special Education Instructional Aide	

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SCHOOLWIDE INSTRUCTIONAL SUPPORT



Instructional Coach

Every school receives an instructional coach.

Social Worker

Allocation is based on a formula that considers the school's total number of:

- Assessments (functional behavior, social history, and psychological) held during the past school year;
- Student Support Team (SST) meetings held during the past school year;
- Manifestation Determination meetings held during the past school year;
- Individualized Education Programs (IEPs);
- Behavior Support Service (BSS) hours present in the school's IEPs.

Psychologist

International Baccalaureate (IB) Coordinator

Candidate schools and schools continuing their authorized IB program in FY 2015 receive 1 full-time IB coordinator.

Schoolwide Enrichment Model (SEM) Coordinator

Schools participating in the SEM program in FY 2015 receive 1 full-time SEM coordinator.

Guidance Counselor

Schools receive 1 full-time guidance counselor for every 400 middle grade students or 1 full-time guidance counselor, whichever is greater.

OTHER COSTS



After-School Program

Schools that are Title I eligible receive an allocation based on the highest monthly student average daily attendance in FY 2014.

Title

Title allocation is based on the number of low-income students as identified by free and reduced-price meal program eligibility.

Per Pupil Funding Minimum

Schools receive additional funding, if necessary, to ensure a minimum per pupil funding level of \$9,176.

Administrative Premium

\$87/student

Non-Personnel Services

2.25% of local budget

Specialty Funds

These funds are designated to support unique academic programming at specific schools.

FY 2015 PRIORITIES



Teacher — Middle Grade Investment

Every school that serves middle grade students receives an additional 2–3 full-time teachers. Principals decide where these teachers should serve (6th grade, core subject, or related arts).

Socio-Emotional Support Funds

Schools must spend funds on staff or programming for socio-emotional support. Common positions are assistant principal of intervention, dean of students, social worker, in-school suspension coordinator, behavior technician, or attendance counselor.

Proving What's Possible (PWP) Grant for Student Satisfaction

The PWP allocation is \$100 per student or \$10,000 per school, whichever is greater.

Literacy Initiatives

Schools receive an assistant principal for literacy, reading specialist, and/or reading teacher to lead literacy initiatives. Allocation is based on needs of the school.

Funds for Enrichment

Every school that serves middle grade students receives \$33,000 to support clubs, activities, and travel.

Extended Day Programming

Middle schools, education campuses, and 40/40 elementary schools receive \$100,000 for extended day programming. Schools must obtain approval from school staff before implementing an extended day program.

OTHER BUILDING STAFF



Custodial Foreman and Custodial Staff

Schools must have at least one foreman or custodian to open/close building. Custodial allocation is based on building size and unique situations like construction at the school.

Business Manager

- Schools with 300 or fewer students receive a part-time business manager.
- Schools with more than 300 students receive a full-time business manager.

Administrative Aide

Every school receives an administrative aide.

Clerk

Schools receive 1 clerk for every 400 students.

 All gray entries are non-required/flexible positions.

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Education Campus*

FY 2015

SCHOOL LEADERSHIP

School Principal	Every school receives a principal.
Assistant Principal	Schools receive 1 assistant principal for every 400 elementary students and 1 assistant principal for every 300 middle grade students.

K–8 GENERAL EDUCATION

Kindergarten–5th Grade Classroom Teacher	Allocation is based on the projected number of elementary classes. Each class receives 1 full-time teacher.
6th–8th Grade Classroom Teacher	Schools receive 1 full-time teacher for every 22 middle grade students.

ENGLISH LANGUAGE LEARNING (ELL)

ELL Teacher	Allocation is based on ELL Level (I through IV). Schools receive 1 ELL teacher for every: <ul style="list-style-type: none"> ■ 22 elementary students at all ELL Levels; ■ 15 middle grade students at Level I; ■ 22 middle grade students at ELL Levels II through IV.
ELL Instructional Aide	Schools receive 1 ELL instructional aide for every 50 Level 1 ELL students.
ELL Bilingual Counselor	Schools receive 1 ELL bilingual counselor for every 100 ELL students.

EARLY CHILDHOOD

PK3/PK4/Mixed Age Teacher	Allocation is based on the established number of early childhood classes to be offered. Each class receives 1 full-time teacher and 1 full-time aide.
PK3/PK4/Mixed Age Instructional Aide	

RELATED ARTS

Art Teacher	Only the elementary grades qualify for the Related Arts allocation. Middle grades do not receive an allocation but are required to budget for sufficient staff so that all students can receive a full complement of related arts instruction. Elementary grade positions are allocated as a single allocation. Schools with: <ul style="list-style-type: none"> ■ Fewer than 400 students receive 3 related arts teachers; ■ Between 400 and 599 students receive 4.5 related arts teachers; ■ 600 or more students receive 5.5 related arts teachers.
Music Teacher	
Physical Education/Health Teacher	
World Language Teacher	
Librarian/Media Specialist	<ul style="list-style-type: none"> ■ Schools with fewer than 300 students receive a part-time librarian. ■ Schools with 300 or more students receive 1 full-time librarian.

SPECIAL EDUCATION

Special Education Teacher	Allocations are based on the unique needs of students with disabilities in the school as stated in their Individualized Education Programs (IEPs) and the staffing needs of specialized programs. For descriptions of special education programs, see the FY 2015 Budget Guide.
Special Education Instructional Aide	

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* Cardozo, Columbia Heights, McKinley, and School Without Walls are non-traditional (i.e., not K–8) education campuses. These schools' budgets follow the most appropriate staffing model and include adjustments to meet their unique needs.

SCHOOLWIDE INSTRUCTIONAL SUPPORT



Instructional Coach	Every school receives an instructional coach.
Social Worker	Allocation is based on a formula that considers the school's total number of: <ul style="list-style-type: none"> ■ Assessments (functional behavior, social history, and psychological) held during the past school year; ■ Student Support Team (SST) meetings held during the past school year; ■ Manifestation Determination meetings held during the past school year; ■ Individualized Education Programs (IEPs); ■ Behavior Support Service (BSS) hours present in the school's IEPs.
Psychologist	
International Baccalaureate (IB) Coordinator	Candidate schools and schools continuing their authorized IB program in FY 2015 receive 1 full-time IB coordinator.
Schoolwide Enrichment Model (SEM) Coordinator	Schools participating in the SEM program in FY 2015 receive 1 full-time SEM coordinator.
Guidance Counselor	Schools receive 1 full-time guidance counselor for every 400 middle grade students or 1 full-time guidance counselor, whichever is greater.

OTHER COSTS



After-School Program	Education campuses that are Title I eligible receive an allocation based on the highest monthly student average daily attendance in FY 2014.
Title	Title allocation is based on the number of low-income students as identified by free and reduced-price meal program eligibility.
Per Pupil Funding Minimum	Schools receive additional funding, if necessary, to ensure a minimum per pupil funding level of \$9,176.
Administrative Premium	\$87/student
Non-Personnel Services	2.25% of local budget
Specialty Funds	These funds are designated to support unique academic programming at specific schools.

FY 2015 PRIORITIES



Teacher — Middle Grade Investment	Every school that serves middle grade students receives an additional 2–3 full-time teachers. Principals decide where these teachers should serve (6th grade, core subject, or related arts).
Socio-Emotional Support Funds	Schools must spend funds on staff or programming for socio-emotional support. Common positions are assistant principal of intervention, dean of students, social worker, in-school suspension coordinator, behavior technician, or attendance counselor.
Proving What's Possible (PWP) Grant for Student Satisfaction	The PWP allocation is \$100 per student or \$10,000 per school, whichever is greater.
Literacy Initiatives	Schools receive an assistant principal for literacy, reading specialist, and/or reading teacher to lead literacy initiatives. Allocation is based on needs of the school.
Funds for Enrichment	Every school that serves middle grade students receives \$33,000 to support clubs, activities, and travel.
Extended Day Programming	Middle schools, education campuses, and 40/40 elementary schools receive \$100,000 for extended day programming. Schools must obtain approval from school staff before implementing an extended day program.

OTHER BUILDING STAFF



Custodial Foreman and Custodial Staff	Schools must have at least one foreman or custodian to open/close building. Custodial allocation is based on building size and unique situations like construction at the school.
Business Manager	<ul style="list-style-type: none"> ■ Schools with 300 or fewer students receive a part-time business manager. ■ Schools with more than 300 students receive a full-time business manager.
Administrative Aide	Every school receives an administrative aide.
Clerk	Schools receive 1 clerk for every 400 students.

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